

School Emergency Drills Documentation Form

Type of Drill At least 1 of these drills must be held during lunch or recess period, or when large number of students is NOT in the classroom

- ☒ Fire Drill (5 required)
3 drills before Dec 1
2 drills during remaining part of the school year
Reasonable space between each drill
- ☐ Tornado Drill (2 required)
1 drill must be during March
- ☐ Lock Down/Shelter in Place Drill (3 required) 1
drill before Dec 1
At least 1 drill after Jan 1
Reasonable space between each drill

Time of Drill

- ☐ Standard
- ☐ Class Change
- ☒ Recess *LE on recess*
- ☐ Other Events

Name of Reporting School: Divine Providence Academy

Date of Drill: 5-11-21 Time drill was held: 9:30 (pm/am)

Exact time required to evacuate/shelter/secure: 1:14 mins

Total Participants: _____

Remarks: UE & library doors left open, LE was outside already for recess. Went very well.

This report is for fire emergency drill # _____ for school year 20/21

Name of person conducting drill: Ashley Dietrich

Title of person conducting drill: Secretary

Signature of person conducting drill: Ashley Dietrich

Drill Was Coordinated With:

- ☐ Emergency Management Coordinator
Name & Title _____

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

- ☐ Fire (fire chief or designee)
Name & Title _____

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drill before Dec 1
At least 1 drill after Jan 1
Reasonable space between each drill

Time of Drill

- ☒ Standard
☐ Class Change
☐ Recess
☐ Other Events

Name of Reporting School: _____

Date of Drill: _____

Time drill was held: _____ (pm/am)

Exact time required to evacuate/shelter/secure: _____

Total Participants: _____

Remarks: _____

This report is for fire emergency drill # 4 for school year 20-21

Name of person conducting drill: _____

Title of person conducting drill: _____

Signature of person conducting drill: _____

Drill Was Coordinated With:

- ☐ Emergency Management Coordinator
Name & Title _____

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

- ☐ Fire (fire chief or designee)
Name & Title _____

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1 drill must be during March
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drill before Dec 1
At least 1 drill after Jan 1
Reasonable space between each drill

Time of Drill

- ☒ Standard
☐ Class Change
☐ Recess
☐ Other Events

Name of Reporting School: DPA St Joseph

Date of Drill: 11/17/20 Time drill was held: 8:00 (pm/am)

Exact time required to evacuate/shelter/secure: 1:44

Total Participants: 44

Remarks: _____

This report is for Fire emergency drill # 3 for school year 20-21.

Name of person conducting drill: Suzanne May

Title of person conducting drill: Administrative Assistant

Signature of person conducting drill: Suzanne May

Drill Was Coordinated With:

- ☐ Emergency Management Coordinator
Name & Title _____

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

- ☐ Fire (fire chief or designee)
Name & Title _____

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3 drills before Dec 1
2 drills during remaining part of the school year
Reasonable space between each drill
- ☐ **Tornado Drill (2 required)**
1 drill must be during March
- ☐ **Lock Down/Shelter in Place Drill (3 required) 1**
drill before Dec 1
At least 1 drill after Jan 1
Reasonable space between each drill

Time of Drill

- ☐ Standard
☐ Class Change
☐ Recess
☐ Other Events

Name of Reporting School: Divine Providence Academy at St. Joseph

Date of Drill: 10/13/20 Time drill was held: 8:53 (pm/am)

Exact time required to evacuate/shelter/secure: 1:48

Total Participants: 45

Remarks: Kids did a great job!

This report is for DPA emergency drill # 2 for school year 2020/2021

Name of person conducting drill: Ashley Dietrich

Title of person conducting drill: Admin. Assistant

Signature of person conducting drill: _____

Drill Was Coordinated With:

☒ Emergency Management Coordinator
Name & Title Kate Beuschel - Principle

AND

☐ Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

☐ Fire (fire chief or designee)
Name & Title _____

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Reasonable space between each drill
- ☐ Tornado Drill (2 required)
1 drill must be during March
- ☐ Lock Down/Shelter in Place Drill (3 required) 1
drill before Dec 1
At least 1 drill after Jan 1
Reasonable space between each drill

Time of Drill

- ☒ Standard
☐ Class Change
☐ Recess
☐ Other Events

Name of Reporting School: Divine Providence Academy

Date of Drill: 9-30-20 Time drill was held: am (pm/am)

Exact time required to evacuate/shelter/secure: 1:13

Total Participants: 45

Remarks: 2 teachers forgot to close doors blights, Smith - no walkie

This report is for fire emergency drill # 1 for school year 20/21.

Name of person conducting drill: Ashley Dietrich

Title of person conducting drill: administrative assistant

Signature of person conducting drill: Ashley Dietrich

Drill Was Coordinated With:

- ☐ Emergency Management Coordinator
Name & Title _____

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

- ☐ Fire (fire chief or designee)
Name & Title _____